

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV Long-Range Plan Action Items

FROM: Harry E. Fitzwater  
DDA  
7D18 HQ

EXTENSION

NO.

DD/A Registry

83-0140/8

DATE

4 FEB 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

STAT

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*This was discussed at a Staff meeting last week and should be taken as a proposal. I believe you are doing what is proposed.*

STAT

DDA REGISTRY

100-3-2

4 FEB 1983

DD/A Registry
83-0140/8

MEMORANDUM FOR: Director of Communications

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Phase IV Long-Range Plan Action Items

As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. One of these is a concern on the part of EXCOM members that we formulate a communications strategy for the post-recapitalization period. You are hereby requested to conduct a thorough review of this subject and submit a detailed report on your findings. This review should include a plan for maintaining the thrust of the current Recapitalization Program into the future. A programmed replacement cycle should be established to take advantage of changing technology. The goal is to ensure that our communications system remains technically current, efficient, and fully capable of meeting all requirements which loom on the horizon. A mutually acceptable date for the completion of this report should be coordinated with the DDA Plans Officer.

Harry E. Fitzwater

Harry E. Fitzwater

DDA/MS [redacted] (3Feb83)

Orig - Aase

- 1 - HEF Chrono
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - DDA/MS Subject
- 1 - DDA/MS Chrono

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**ROUTING AND TRANSMITTAL SLIP**

Date

3 Feb 83

**TO:** (Name, office symbol, room number,  
building, Agency/Post)

Date

3 FEB  
1983

1.

EO/DDA

2.

3.

ADDA

4.

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DDA

4 FEB 1983

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions**FROM:** (Name, org. symbol, Agency/Post)

Room No.—Bldg.

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